

Will County Governmental League Surface Transportation Program (STP)



Methodology and Application Materials 2007-2012 STP Program

Submit to:

Will County Governmental League
50 E. Jefferson Street, Suite 101
Joliet, IL 60432-4298

Attention: Hugh A. O'Hara
Transportation Planning Liaison

Table of Contents

| | <u>Section</u> |
|--|----------------------------|
| Initiating a STP Project..... | 1 |
| Project Proposals..... | 2 |
| Eligible Routes..... | 2 |
| Eligible Projects..... | 3 |
| Project Selection Process..... | 4 |
| Funding..... | 5 |
| Evaluation Methodology..... | 7 |
| Air Quality Benefits..... | 7 |
| Traffic Volumes..... | 8 |
| Safety..... | 8 |
| Conditions of Pavement..... | 9 |
| Project Readiness..... | 9 |
| Multiple Jurisdiction Participation..... | 9 |
| Sustained Participant Interest..... | 9 |
| Significant Regional Benefit..... | 10 |
| Attachments | |
| <i>IDOT Project Schedule.....</i> | <i>Attachment 1</i> |
| <i>Council of Mayors Funding Parameters.....</i> | <i>Attachment 2</i> |
| <i>Sample Resolution (for use as an example).....</i> | <i>Attachment 3</i> |

***WILL COUNTY COUNCIL OF MAYORS
TRANSPORTATION COMMITTEE
MEMBER MUNICIPALITIES***

Aurora
Beecher
Bolingbrook
Braidwood
Channahon
Crest Hill
Elwood
Frankfort
Joliet
Lockport
Manhattan
Minooka
Mokena
Monee
New Lenox
Peotone
Plainfield
Rockdale
Romeoville
Shorewood
Wilmington
Woodridge
County of Will

Will County Council of Mayors Transportation Committee Executive Summary

SAFETEA-LU is the vehicle that provides federal funding and guidelines for the funding of all transportation projects seeking federal funding from 2007-2012. The SAFETEA legislation provides federal funding through several, different funding programs. The Will County Council of Mayors facilitates our locally administered federal program, the **Surface Transportation Program (STP)**.

The federal government allots funding from SAFETEA to the STP via the state departments of transportation. In Northeastern Illinois, the Illinois Department of Transportation (IDOT) works in conjunction with the Metropolitan Planning Organization (MPO) for Northeastern Illinois, which is the Chicago Area Transportation Study (CATS). IDOT and CATS provide assistance to the eleven councils that exist within the Northeastern Illinois region. These eleven councils combined are called the CATS Council of Mayors.

Your municipality is part of the Will County Council of Mayors, which is in turn, a part of the eleven councils within the CATS Council of Mayors. A list of all Will County Council of Mayors Transportation Municipalities is provided in this packet.

Each year the Will County Council of Mayors receives federal funds for the programming of STP Projects within this Council. Local municipalities seeking STP funding need to contact the Council Liaison at the Will County Governmental League who will provide the information and assistance needed to successfully apply for STP funds.

Each Council within the CATS Council of Mayors has established project selection guidelines by which submitted STP Project applications are reviewed and programmed to receive federal funding. Many of the guidelines in the methodology have been determined under the SAFETEA legislation and are linked to the Clean Air Act (CAA).

The Will County Council of Mayors provides STP funding for Phase II Engineering and Construction for eligible STP projects. The local municipality is responsible for providing a 20% local match for each phase of work receiving funding. Phase I Engineering and Right of Way Acquisition is strictly a local responsibility.

WILL COUNTY GOVERNMENTAL LEAGUE INITIATING A STP PROJECT

Adopted 10/05

1. The Will County Governmental League (WCGL) has approved a STP Program Implementation Policy. Consult this policy in order to understand the process and determine if the project under consideration is eligible.
2. A STP Project Application must be prepared on the approved application form for eligible projects to be considered for STP funding. Copies of the application form are available from the council transportation liaison. The person that should prepare the application will depend on the complexity of the project and previous work that has occurred on this project.
3. Submit **project application on disk** to the council liaison:
Hugh A. O'Hara
Will County Governmental League
50 E. Jefferson Street, Suite 101
Joliet, IL 60432-4298
4. The submission of the application must include a resolution stating that the project sponsor will fund the required local match with the funding identified (resolutions are required to commit local match funding when the time arrives that a project is programmed or anticipated to receive federal funding, not to commit the expenditure of local match monies repeatedly when a project may be unable to be federally programmed). MYB List projects are exempt from resolution submittal if funding is not anticipated in a given fiscal year. One copy of the resolution is sufficient.
5. The council liaison will forward copies of each project application to the Chicago Area Transportation Study (CATS) and the Illinois Department of Transportation (IDOT) for their review and comment.
6. The council liaison will schedule a pavement condition rating survey (CRS) for all new projects and projects with non-current ratings. A rating shall be considered current if it was determined 3 years or less prior to this STP application. A project sponsor may, however, request a CRS for project with current ratings if there has been a significant change in pavement condition. Participants in the survey will include the council liaison, one member designated by the Transportation Committee, and one representative for the sponsoring local agency, if they so desire.
7. The council liaison and Transportation Committee will rate each project using the evaluation system (point system) adopted by the Will County Governmental League.
8. A meeting will be scheduled between the council liaison, IDOT, the project's sponsoring municipality and consultant during or prior to the Phase I engineering (Phase I Project Kick-off Meeting) in order to discuss the details of the project and to complete a tentative project schedule.
9. After submission, the projects are evaluated by the Transportation Committee for recommendations at the next Will County Governmental League meeting; all members will be

furnished with project summary information, project schedule results, and a project evaluation for all proposed projects.

WILL COUNTY GOVERNMENTAL LEAGUE SURFACE TRANSPORTATION PROGRAM (STP) IMPLEMENTATION POLICY

Adopted 10/05

I. PROJECT PROPOSALS

Any member of the Will County Governmental League Transportation Committee may propose a project to be funded through the STP program, provided:

- a. The project is on a STP eligible route, or will qualify as an STP eligible route, as determined by the Will County Governmental League Transportation Committee and concurred by IDOT;
- b. The project is a STP eligible project type as specified in the current federal transportation program bill, and on the Will County Governmental League Transportation Committee eligible project list;
- c. The project sponsor(s) can fund the required local match and adopts a resolution sponsor/jurisdictional projects must specify which municipalities will be responsible for each component of the project). *For example*, if two municipalities are participating in a project that involves signalization, it must be stated in the application which municipality will be responsible for providing electricity and maintenance to the signal.
- d. The project sponsor completes the proper Project Application.
- e. The project location is a member of the Will County Governmental League Transportation Committee (the geographic area used to determine the funding allocated to the Will County Governmental League).

Any transit agency that wishes to propose a project must find a Transportation Committee co-sponsor.

II. ELIGIBLE ROUTES

The routes eligible for STP funding should be those routes, which promote regional and/or sub-regional travel. STP routes must serve more than a local land access function.

Initially, all previously designated federal aid routes will be eligible for STP funding. The Will County Governmental League has a local copy of the federal aid routes (FAU) maps of Will County.

The Will County Governmental League members may propose to IDOT additions or deletions to the map (along with justification for the addition or deletion). Additions or deletions to the FAU system will be considered by WCGL members via presentation of the addition or deletion from the local agency sponsor responsible for the jurisdiction.

The Will County Governmental League will forward its recommendations for additions and deletions to IDOT for a final determination.

III. ELIGIBLE PROJECTS

The improvement of STP system routes will require strict adherence to federal and state standards and policies.

The following categories of projects are eligible for STP funding through the Will County Governmental League. The Federal Transportation Bill and Clean Air Act Amendments (CAAA) of 1990 regulate the eligibility and timing of STP projects. *For example*, a STP project adding capacity may be required to go through a regional clean air conformity analysis by CATS before the project can be added to the TIP. This list is subject to change and may be revised based on subsequent interpretation of the current federal transportation, clean air, or other related Acts and the priorities of the Council.

CATEGORY ONE

Rehabilitation

Type of Project

- Intersection Channelization
- Widening and Resurfacing Traffic Lanes
- Traffic Signals, Modifications and/or Modernization
- Traffic Signals, Installation
- Signing and Pavement Markings
- Structures (Waterway, Railroad, Highway, Pedestrian, Bikeway)

CATEGORY TWO

Capacity and Safety

Type of Project

- New Construction
- Bikeway/Pedway
- Widening
- Traffic Signals
- Signing/Pavement Marking
- Lighting

Car Pool/Van Pool
Parking

CATEGORY THREE

Economic Development

Type of Project

Capacity Increase
Traffic Signals
Bus Facilities
Rail Appurtenances
Wetland Mitigation

CATEGORY FOUR

Transportation Control Measures (TCM's)

The projects in this category are recognized as TCM's. They included: ride-sharing, van-pooling, flexible work hours, walking or bicycling, parking fees, traffic flow improvement, improved public transit, high occupancy vehicle (HOV) lanes, regional motor fuel tax increase, and coordination of land use. Specific TCM's may also be eligible for Congestion Mitigation and Air Quality (CMAQ) funds, Enhancement funds, and other funds including STP funds, under the TEA-21 legislation of 1998. ** Please note that in recent years, the WCGL Transportation Committee has not been able to fund bicycle and pedestrian projects due to the high demand of roadway project funding; due to this fact, please remember that TCM project funding will be considered on a case-by-case basis.*

CATEGORY FIVE

Local Area Pavement Preservation (LAPP)

The LAPP Policy addresses the repair and resurfacing of existing roadways and is intended to provide *interim* improvement until rehabilitation or reconstruction improvement can be funded. LAPP projects are eligible for MFT and/or federal funding. The WCGL Transportation Committee has agreed that LAPP projects are to receive STP funding on a basis that is secondary to the funding of regularly ranked and programmed projects.

IV. PROJECT SELECTION PROCESS

Project applications must be submitted to the council liaison by the date approved by the League Transportation Committee

The council liaison will review each project proposal for completeness.

All projects in Categories 1, 2, 3,4 and 5 will be rated using the Will County Governmental League Project Selection Methodology. Each project will receive a total point value, which will be used to prioritize projects. The highest rated projects that are also demonstrating the most activity will be placed in the five-year TIP. The number of projects that are placed on the list will be constrained by the amount of STP funds projected to be available to the Will County Governmental League over the five-year time period. Once a project is in the program, it will be funded so long as:

- a. The cost of the project does not increase by more than 20% after the Phase I is completed. Any cost increases over 20% will the responsibility of the project sponsor. The Council's transportation liaison will adjust all project costs under the Cap annually by 3% in order to accurately reflect current project costs. These changes will be subject to Council approval.**
- b. A STP Milestone Sheet/Project Schedule must be resubmitted each year indicating changes and movement in the project
- c. The project Sponsor passes a resolution committing funds for the local match
- d. The project sponsors will submit cost adjustments following Phase I design approval.

*It is critical to the annual program that programmed projects continue to move forward in the area of Project Readiness and that the local match requirements can be met. Projects that cannot achieve this may clog the funding system and prevent the Council from annually spending allocated funds; this may cause a decrease in Council funding for the following year's STP Program. Therefore, projects that continually fail to move forward in a timely manner may be removed from the program at the Council's discretion.

**All projects that are already funded at the Council's Cap will not have their costs adjusted or be required to submit project cost increases.

Projects will be funded on the basis of "first ready--first funded."

Projects that do not rate high enough for the five-year Program may be placed on a Multi-Year B List (MYB). Should additional funding become available during the year, projects will be moved from the Multi-Year B list to the five-year Program. MYB projects will be re-evaluated annually along with any new project proposals.

V. FUNDING

The League will have as its goal that funding will be annually allocated for projects that fall into Categories 1, 2, 3, and 4 as follows:

- CATEGORY 1-Rehabilitation
- CATEGORY 2-Capacity & Safety
- CATEGORY 3-Economic Development

Considered on a project-by project basis

- CATEGORY 4-Transportation Control Measures
(See Attachment 1)

FUNDING RULES

⇒Phase I Engineering and Land Acquisition will be a 100% local responsibility. Land acquisition must be accomplished in accordance with federal land acquisition requirements.

-Phase II and III Engineering and Construction will be matched at a ratio of 80% federal, 20% local.

⇒The maximum federal funding available for any single project will be \$1,000,000. This would require a 20 percent local match of \$200,000. Any amount exceeding \$1,200,000 will be a 100% local responsibility. A community may apply for up to \$2,000,000 a year however , if the community receives funding over \$1,000,000 it may not receive funding for any other project the following year.

⇒Projects cannot be staged by one member unless four years have elapsed since initial programming. Staging refers to the sectioning of one roadway in to multiple projects.

rev. 10/93 rev. 2/95 rev. 2/96 rev. 2/99 rev. 7/01 rev.4/02 **rev.54/03**
rev. 10/05

**WILL COUNTY GOVERNMENTAL LEAGUE
GENERAL STP PROJECT EVALUATION METHODOLOGY
Adopted 8/01**

Project applicants need to provide complete information to allow the reviewer to apply the following rating system to certain projects. *For example*, the application for a new road should provide data regarding the amount of traffic that would be diverted to that new road if it were open today. If that same new road will reduce accidents at another location, traffic volume and accident data about the other location should also be submitted.

Air Quality Benefits--based on project type

| | <u>Point Value</u> |
|---|--------------------|
| -projects which reduce vehicle miles traveled | 12 |
| -projects which reduce emissions | 8,4,0 |
| * see traffic flow improvement categories | |

Traffic Flow Improvement Categories- based on project type

| | |
|---|---|
| High | 8 |
| -Traffic signalization projects <i>*including signal interconnects</i> | |
| -New Traffic Signals (where warranted) | |
| -Full intersection channelization | |
| -Add-lanes projects | |
| Medium | 4 |
| -Improving existing signals | |
| -Bottleneck Elimination | |
| -Auxiliary lane additions | |
| -Realignment of offset intersections pairs <i>*single-jog situations</i> | |
| -Provide a missing link <i>*dual-jog situations</i> | |
| -Consolidation of access i.e. reducing # of driveways | |
| -Minor channelization improvements (1 or 2 leg additions) | |
| Low | 0 |
| -Resurfacing | |
| -Widening and resurfacing | |
| -Curb and gutter installation/repair | |
| -Drainage | |
| -Lighting | |

Traffic Volumes--existing ADT

Point values for this factor will be based on a ratio of the existing ADT to the ADT corresponding to the maximum points possible. The point value for a project with an existing ADT of 10,000 or more will be 20. For existing ADT's of less than 10,000, the point value will be determined by the following calculation:

$$\frac{\text{Existing ADT} \times 20}{10,000}$$

Safety--three year accident history (*most recent three years*)

Based on a comparison of the average number of accidents per 1,000,000 vehicle miles for the proposed project with the average number of accidents per 1,000,000 vehicle miles reported by IDOT in District 1 for that same period of time and same type of route.

The most recent accident rate per 1,000,000 vehicle miles is 6.62 for two-lane roads and 6.68 for four-lane roads. The most currently available accident data from IDOT will be used.

Point Value

| | |
|--|----|
| -125% above IDOT average (8.275)----- | 20 |
| -IDOT average rate of 6.62 or greater----- | 15 |
| -75% of three year average rate (4.965)----- | 10 |
| -50% of three year average rate (3.31)----- | 5 |
| -Below 50% of three year average rate----- | 0 |
| -New Alignment----- | 3 |

Safety Formula
Accident Rating

$$\frac{\text{\# of accidents in 3 years}}{\frac{(\text{ADT} \times \text{length (in miles)} \times 1095)}{1,000,000}}$$

example: $\frac{119}{\frac{(12,000 \times 1.34 \times 1095)}{1,000,000}} = 6.76$

6.76
6.62 = 102% of the average accident rate for a 2-lane road

Conditions of Pavement

This criteria will be based on IDOT Condition Rating Survey (CRS) methodology. This IDOT system classifies pavement into four categories--excellent, good, fair, and poor.

| <u>CRS SCORE</u> | <u>PAVEMENT CATEGORY</u> | <u>POINT VALUE</u> |
|------------------|--------------------------|--------------------|
| 0 - 4.5 | Poor | 8 |
| 4.6 - 6.0 | Fair | 4 |
| 6.1 - 7.5 | Good | 1 |
| 7.6 - 9.0 | Excellent | 0 |
| New Alignment | | 3 |

Project Readiness

Projects will receive project readiness points based on their status relative to completion of Phase I and Phase II Engineering and Land Acquisition.

| | <u>POINT VALUE</u> |
|---|------------------------|
| Phase I Engineering Report Completed and IDOT has Reviewed | 25 |
| Phase I Engineering Report Completed and Submitted to IDOT | 20 |
| Phase I Engineering Contract Entered Into by Applicant Member | 10 |
| Pre-Phase I Engineering Contract | 5 |

Multiple Jurisdiction Participation

If additional project participants (i.e., adjacent municipality, county, township, IDOT, transit agency, private developer) are identified, the project will receive an additional 3 points.

One or more participants-----Up to 12
(3 points per participant up to 4 participants)

Sustained Participant Interest

When a project is unable to be programmed by the League due to constrained funds and a participant exhibits sustained interest, committed resources, and Project Readiness for such project by re-applying for STP funding for such project, the project shall receive one point per year of re-submission up to three points. MYB List projects are not considered programmed.

Small Community Bonus Points

In order to ensure parity between large and small communities within the Council communities with populations of 10,000 or less will receive 4 points added to their final ranking score.

Exceptions to the Ranking/ProgrammingSystem

The project selection methodology is a guideline to assist in selecting the Council's Five-year Program. If a community would like a project considered for reasons beyond those listed in the ranking system, a written justification must be provided to the Council on why the project should be approved (*i.e. exceptions to the ranking/programming system*) A 2/3-majority vote of the Transportation Committee members of the League Full membership is required to approve a project for reasons outside of the ranking system.

**WILL COUNTY GOVERNMENTAL LEAGUE
TRANSPORTATION COMMITTEE**

SURFACE TRANSPORTATION PROGRAM (STP) APPLICATION

A. GENERAL INFORMATION

1. Application Date: _____
2. Municipality: _____
3. Project Street: _____
4. Project Limits (include FAU numbers) and Total Length in Miles: _____

5. Project Contact: _____
6. Population _____

B. EXISTING CONDITIONS

1. Description of current conditions or projects.
(Include number of lanes, width, condition rating, etc.)

2. Describe the proposed project in relation to the existing conditions or project.

3. Provide the current/projected Average Daily Traffic (ADT) and Peak Hour Counts and the source for that information.

4. Provide the raw accident accounts for each of the *last three years*, and the source for that information. Provide separate counts for fatalities, personal injuries and property damage accidents. **(please use recent data as stated above)*

C. PROPOSED IMPROVEMENT

1. Describe in detail the proposed improvement and the need for the improvement including, but not limited to, surface width, footage of improvement, curb and gutter, lighting, sidewalks, etc.

2. Project Cost - Total Cost (100%)
Please include what phase(s) of the project are complete (*or near completion*) and the funding source for the completed phase(s).

| | |
|-----------------------|----|
| Phase One | \$ |
| Phase Two | \$ |
| Right of Way. | \$ |
| Construction. | \$ |
| Total. | \$ |

3. Identify all parties interested in participating in the local match. Identify anticipated (*be specific*) jurisdictional transfer issues.

4. Discuss anticipated right-of-way requirements, if any.

5. Discuss the environmental impact, such as an improvement in air quality or a reduction in noise, that the improvement may have on the community/area.

6. Describe the regional significance of the improvement.
7. Discuss the effect of the improvement will have, if any, on the economic development of the area.
8. List any other benefits of the project.

D. EXHIBITS

Please attach the following to your application (if you are unable to copy the map on disk please send a hard copy back with the disk):

1. A map clearly showing the limits of and setting of the project (8½" x 11").
2. A typical section of the proposed roadway and/or a sketch of the proposed intersection configuration and improvements.

WILL COUNTY GOVERNMENTAL LEAGUE SURFACE TRANSPORTATION PROGRAM (STP) PROJECT SCHEDULE

The following schedule must be completed by the municipality, the project engineer, and the Illinois Department of Transportation (IDOT). The Project Schedule shall be submitted with the Project Application. Any changes to the schedule must be reported to the Council Liaison promptly so that the Council may be informed and the rankings kept up-to-date.

Municipality and Municipal contact:

Consulting firm and Consultant:

Date of Review and IDOT/WCGL staff members:

Project Name:

Scope of Work: (check one)

Resurfacing _____ Widen & Resurface _____ Reconstruction _____ Add-lanes _____
New Pavement _____ Intersection Improvement _____ Lighting _____ Traffic Signalization _____
Signal Modernization _____ TCM Type Project _____ Other _____

| | Anticipated Date Estimate | Initial Agreed | Actual Date |
|--|---------------------------------|-------------------|----------------|
| 1. Initial Phase I Meeting <i>(Kick-off w/IDOT, Council Liaison, Municipal Rep.)</i> | _____ | _____ | _____ |
| 2. 1 st State/Federal Coordination Meeting | _____ | _____ | _____ |
| 3. Categorical Exclusion Concurrence & Design Variance | _____ | _____ | _____ |
| <i>(Possible State/Fed, Coordination Meeting)</i> | | | |
| 4. Submit Draft Phase I Report (PDR) to IDOT | _____ | _____ | _____ |
| <i>(3 to 6 mo. Review req'd per complexity & quality)</i> | | | |
| Estimated Review Period _____ | | | |
| 5. Submit Phase II Eng'r Agreem't to IDOT <i>(or N/A)</i> | _____ | _____ | _____ |
| 6. Public Hearing/Meeting <i>(or N/A)</i> | _____ | _____ | _____ |
| 7. Submit Final Phase I Report (PDR) to IDOT | _____ | _____ | _____ |
| <i>(1 to 3 mo. review)</i> | | | |
| 8. Row Kick-off Meeting <i>(or N/A)</i> | _____ | _____ | _____ |

| | | |
|---|-------|-------|
| 9. Phase I Design-Approval | _____ | _____ |
| _____ | | |
| 10. Phase II Engineering Agreement approval by IDOT | _____ | _____ |
| _____ | | |
| (1 to 3 mo. or N/A) | | |
| 11. ROW Acquisition Initiation | _____ | _____ |
| _____ | | |
| (min. 9 to 18 mo. or N/A) | | |
| Estimate: _____ | | |
| 12. Optional Phase II Meeting w/IDOT | _____ | _____ |
| _____ | | |
| 13. Submit Pre-final plans <u>and</u> Estimates | _____ | _____ |
| _____ | | |
| (Review period 1 to 4 mo.) | | |
| Estimate: _____ | | |
| 14. Submit Phase III Eng'r Agreem't to IDOT | _____ | _____ |
| _____ | | |
| 15. Submit Final Plans, Spec. & Estimates (PS&E) | _____ | _____ |
| _____ | | |
| (7 to 10 days before Springfield BLR due date) | | |
| 16. ROW Acquisition to be Complete (or N/A) | _____ | _____ |
| _____ | | |
| 17. Anticipated Construction Letting (month/year) | _____ | _____ |

RESOLUTION NO.

**A RESOLUTION REGARDING THE
*NAME OF PROJECT***

IN THE *VILLAGE/CITY OF* _____, WILL COUNTY, ILLINOIS

WHEREAS, the *Village/City of* _____ is a member of the Will County Governmental League Transportation Committee; and

WHEREAS, the Will County Governmental League requires a “local match” resolution of all project sponsors according to its Surface Transportation Program (STP) Implementation Policy; and

WHEREAS, the *Village/City of* _____’s *Project Name* will be considered by the Will County Governmental League; and

WHEREAS, the *Village/City of* _____ is capable, willing and able to fund the required local match (20% of the total Phase II Engineering and Construction costs) during the programmed year.

NOW, THEREFORE, BE IT RESOLVED BY THE
PRESIDENT/ADMINISTRATOR/MAYOR AND BOARD OF TRUSTEES OF THE
VILLAGE/CITY OF _____, WILL COUNTY, ILLINOIS AS FOLLOWS:

1. That the *President/Administrator /Mayor* and Board of Trustees of the *Village/City of* _____, Will County, Illinois do hereby authorize the expenditure of funds from the *Village/City of* _____’s (*Identify the Source of Local Match*) for the *Name of Project* to be funded through the Will County Governmental League Surface Transportation Program.

PASSED this _____ day of _____, 2003 with _____ members
voting aye, _____ members voting nay, the
President/Administrator/Mayor _____ voting, and with _____ members absent,
said vote being:

Village Clerk

(List Names of Voting Members) (aye/nay)

APPROVED this _____ day of _____, 2001.

Village President/Administrator/Mayor

(SEAL)

ATTEST:

